

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Law Firm Dissolution and Disengagement

Dear [Client Name],

We are writing to formally notify you that [Law Firm Name] will be dissolving and ceasing its legal practice effective [Closing Date].

As a result of this dissolution, our firm will no longer be able to represent you in [Case Name/Matter Number] after [Date of Withdrawal/Closing Date].

Regarding the future of your legal matter, you have several options:

- **Follow the Handling Attorney:** If [Attorney Name] is moving to a new firm, you may choose to have them continue representing you.
- **Select New Counsel:** You may hire an outside attorney or firm of your choosing to take over your file.
- **Retrieve Your File:** You have the right to take possession of your original client file.

Please provide us with written instructions by [Deadline Date] regarding where you would like your file transferred. If we do not hear from you by this date, your file will be [stored/disposed of] in accordance with our document retention policy and state bar regulations.

Regarding any funds remaining in our client trust account, we have enclosed [a check for the remaining balance / a final accounting statement].

We appreciate the opportunity to have served you. Please contact [Contact Name] at [Phone Number/Email] before [Closing Date] if you have any questions regarding this transition.

Sincerely,

[Authorized Signature]

[Printed Name and Title]

[Law Firm Name]